

LIBRARY ADVISORY BOARD DRAFT MINUTES

January 25, 2021, 5:30 p.m.

Members Present: Anne West, Chair, Susan Kellicut, Raychel Garcia, Jeannine Ellenson

Vacant positions: Margie Wells, Beverly Courtney, and G.K. Sharman

Members of the Public:

Staff: Christine Patten, Library Services Division Manager

Ms. West called the meeting to order at 5:35 p.m. and noted that there was a quorum for the January 25, 2021 Library Advisory Board Meeting. The motion was made to accept the official minutes from December 7, 2020 by Ms. West which was seconded by Ms. Ellenson, and approved by unanimous vote.

1. Ms. Patten provided an update on start of the Library Services FY 21/22 budget process. There hasn't been a request for the budget for FY 21/22 to be cut. The items that were cut from the budget request in FY20/21 have been included in the new budget request and include a librarian position from part time to full time and an increase to the Library materials budget. The cost for the new web catalog was also included.
2. The Library is working on two large Cares Act projects, self-checkout kiosks and self-checkout remote lockers. The kiosks will eventually be able to take credit card payment. The kiosks have been received and installed. The lockers are expected to arrive in February.
3. The Library proposed an upgrade to the Library's online catalog software with our vendor SirsiDynix. The upgrade would have been completely handled by the vendor as the system is hosted, including system administration. The County I.T. refused to approve the project in November and December, which had the approval of the Leisure Services Director and Purchasing. The reason given was that they didn't have time due to Covid 19 Cares Act projects. In January, the Library was notified by I.T. that we could move ahead but due to the delay, the cost for the new catalog increased.
4. Ms. Patten reported that the Library master planning process is in Purchasing to finalize the scope of services. The county will go out to bid for a consultant to lead the process in developing a ten year master plan that will focus on Library facilities and services. The decision was made to solicit bids from consultants with experience in master planning for libraries rather than to use a vendor under contract, without that library industry experience.
5. Ms. Patten reported on the Impact Fee Study. The consultants haven't made a presentation to the Board of County Commissioners yet, but the results indicate a significant increase in Impact Fees for the Library, as they haven't been adjusted in a long time.
6. Ms. Patten reported that again the new Teen Area at the Central Branch has been delayed by the Covid-19 virus and issues with the vendor.
7. The Library Advisory Board members discussed the remodeling at the Northwest Branch, noting the parking lot construction.

8. Ms. Patten reported on the fire on January 20, 2021 at the North Branch in Sanford which was arson. There were heavy damages to the facility.
9. Good of the Order – The Library Advisory Board discussed the Story Walk program for children and families the library presented at Red Bug Lake Park.
10. Next Library Advisory Board meeting is scheduled for February 22, 2021. Adjournment 6:02 PM.